

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 36

December 7, 2010

SUBJECT: TRANSFER ACTION ITEM; AND TRANSFER ACTION ITEM FORM,
FORM 01.78.20 - ACTIVATED

PURPOSE: This Order establishes the procedures for completing the Transfer Action Item (TAI) and activates the Transfer Action Item Form, Form 01.78.20, which is used to evaluate sworn personnel transferring into a new command.

This Order also amends Department Manual Sections 1/668.01, *Risk Management Information System (RMIS)*, as it relates to the Transfer Action Item and 3/762.80, *Commanding Officer's Duties - Transfers*, eliminating the requirement to complete a TEAMS Evaluation Report (TER), Form 1.78.04, for regular transfers. The TER shall only be used when selecting sworn personnel for Professional Standards Bureau (PSB), Force Investigation Division (FID), Field Training Officer (FTO), Gang Enforcement Detail (GED), Community Law Enforcement and Recovery (CLEAR) Program, Narcotics Enforcement Detail (NED) or Gang and Narcotics Division (GND), Narco Section assignments.

PROCEDURE:

I. TRAINING EVALUATION AND MANAGEMENT SYSTEM II DIVISION'S RESPONSIBILITIES. Training Evaluation and Management System (TEAMS) II Division shall:

- * Generate an automated TAI, which shall include a hyperlink to the TEAMS Report, for each sworn employee (below the rank of Captain I) on the Transfer Order who is transferring into a new command; and,
- * Send the TAI, after the Transfer Order is published, to the commanding officer receiving the employee.

Note: The TAI will be sent to the commanding officer's TEAMS II Personal Worklist.

II. SUPERVISOR'S RESPONSIBILITIES. Upon receipt of the TAI, supervisors shall:

- * Review the employee's TEAMS Report;
- * Enter responses to all of the items listed in the TAI "Investigative Narrative"; and,
- * Close the TAI by clicking the "Complete" button.

Note: Once the supervisor completes the TAI, it will be electronically routed back to the commanding officer's TEAMS II Personal Worklist.

III. COMMANDING OFFICER'S RESPONSIBILITIES. The commanding officer or the commanding officer's designee (e.g., TEAMS II coordinator or adjutant) shall:

- * Delegate each TAI to the employee's supervisor at the new assignment;
- * Upon receiving the TAI back from the employee's supervisor, review the supervisor's responses to the items listed in the "Investigative Narrative;"
- * Closeout the TAI by clicking on the "Final Complete" button; and,
- * Ensure the accurate and timely completion of the TAI prior to the start of the next deployment period.

Note: If a TAI is not issued for an officer listed on the Transfer Order, the commanding officer shall ensure that a paper copy of the Transfer Action Item Form, Form 01.78.20, is completed for each incoming transferred officer prior to the start of the next deployment period.

IV. TRANSFER ACTION ITEM FORM, FORM 01.78.20 - ACTIVATED.

- A. Use of Form.** The Transfer Action Item Form should be used in case of system failure or if a TAI is not issued for an officer listed in the Transfer Order.

Note: A TER shall be used when selecting sworn personnel for PSB, FID, FTO, GED, CLEAR, NED or GND, Narco Section positions.

- B. Completion.** Completion of the Transfer Action Item Form is self-explanatory.

C. Distribution.

- 1 - When a hard copy Transfer Action Item Form is completed due to system failure or TAI was not generated for the transferring employee, the original signed and dated Transfer Action Item Form, with the TEAMS Report attached, shall be maintained in the Area/divisional TAI/TER file.

- 1 - TOTAL

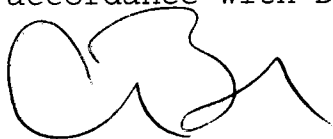
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FORM AVAILABILITY: The Transfer Action Item Form is generated from the RMIS screen upon the completion of a TAI. In the event of a system failure, a copy of the Transfer Action Item Form is available in E-Forms on the Department's Local Area Network (LAN). A copy of the Transfer Action Item Form is attached for immediate use and duplication. A Quick Reference Sheet on how to complete a TAI is located in the TEAMS II Homepage on the Department's LAN.

AMENDMENTS: This Order amends Sections 1/668.01 and 3/762.80 of the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Information Technology Bureau, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

Los Angeles Police Department
TRANSFER ACTION ITEM FORM

[illegible]

Los Angeles Police Department

TRANSFER ACTION ITEM FORM

INVESTIGATIVE NARRATIVE CONTINUATION SHEET: